



GIBBSBORO ELEMENTARY SCHOOL DISTRICT
Regular Meeting of the Board of Education

MINUTES

April 9, 2019

7:30 p.m.

"Together Everyone Achieves More"

Location: Media Center
Gibbsboro School
37 Kirkwood Road
Gibbsboro, NJ 08026

Meeting Open

Public Session

**Meeting Called
to order**

Mrs. Miller opened the meeting at 7:30 pm.

Flag Salute

Attendance

Members Present:

Mrs. Miller

Mr. Alexander

Mrs. Balut

Mrs. Carrington

Mrs. Falcone – at 7:50 pm

Mr. Littlefield

Mr. MacFerren

Mr. Parsinitz

Ms. Whyte

Others in attendance: Mr. Marcellus and Mrs. Carmody. Also in attendance: staffmembers, students, parents, and public.

**Recognition and
Presentations**

1. Student Council Representatives provided an update on activities.

Public Participation

Mrs. Miller opened the meeting to the public stating this is the time when anyone from the public who wishes to speak to the Board may do so. Please state your name, address, and phone number for the record. The Board will hear your concerns. The Board may or may not take action this evening.

You will be notified either at this meeting, by letter, or telephone of any action the Board does take.

Mrs. Procopio inquired about progress toward establishing the art teacher position as a full-time one, noting that a Library/Media Center position was created at full-time. Mr. Marcellus responded that a change is anticipated with the expected growth in enrollment from community turnover and development.

Approval of Minutes

Motion made by Mrs. Whyte, second by Mrs. Carrington, with a roll call vote (8-0), the minutes of the Regular Meeting and Executive Session of March 12, 2019, were approved.

Correspondence Mr. Marcellus shared Letters of Retirement received from the school nurse, Lois Leonberg, and world cultures/foreign language teacher, Carmen Axmann, which are effective July 1, 2019.

Finance **Motion** made Mrs. Balut, second by Mr. Alexander, and approved unanimously by roll call vote (8-0), to approve the following Finance items 1-8.

1. Bills to be Paid for April in the amount of \$50,419.89.
2. Ratify and Affirm Health Benefits for April in the amount of \$76,036.23.
3. Certification of Business Administrator. Pursuant to NJAC 6A:23A-16.10(c)3, I certify that as of February 28, 2019, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Gibbsboro Board of Education pursuant to NJSA 18A:22-8.1 and NJSA 18A:22-8.2 and no budgetary line item account has been over-expended in violation of NJCA 6:23-2.12(a)1.

In accordance with NJAC 6A:23A-16.10(c)2, it is certified that anticipated revenue has changed for the month ending February 28, 2019, as follows:

- | | | |
|----|-------------|--------|
| 1. | Increased - | \$0.00 |
| 2. | Decreased - | \$0.00 |

Valerie Carmody

May 14, 2019

Business Administrator

Date

4. Certification of Board of Education. Pursuant to NJAC 6A:23A-16.10(c)4, the Gibbsboro Board of Education certifies that as of February 28, 2019, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (a)1, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
5. Board Secretary's Reports. Approve report for February.
6. To approve March 2019 payroll in the amount of \$283,642.85.
7. To approve interaccount transfers in the amount of \$1,529.24.
8. To approve the Treasurer's Report for February 2019.

Mrs. Falcone arrived to the meeting.

Annual Appointments

Motion made Mrs. Carrington, second by Mrs. Whyte, and approved unanimously by roll call vote (9-0), to approve the following annual appointments, actions, and resolutions Items K through GG.

- K.** Appointment of Board Secretary and Custodian of Records (OPRA), Frank Domin, for the 19-20 school year pending approval of the Interim administrator contract by the Executive County Superintendent.
- L.** Appointment of Affirmative Action Officer: appointment of Mr. Jack Marcellus of the Gibbsboro School District as the Affirmative Action Officer for the 2019-2020 school year.
- M.** Appointment of Attendance Officer: appoint Mrs. Carol DiDonato as the Attendance Officer for the 2019-2020 school year.
- N.** Appointment of Integrated Pest Management Coordinator: appoint Mr. Dave Savidge as the Integrated Pest Management Coordinator for the 2019-2020 school year.
- O.** Appointment of School Safety Specialist: appoint Mrs. Susan Backal as the School Safety Specialist for the 2019-2020 school year.
- P.** Appoint District Data Coordinator: appoint Mr. Jack Marcellus as District Data Coordinator for the 2019-2020 school year.
- Q.** Appoint Public Agency Compliance Officer: appoint Mr. Jack Marcellus as Public Agency Compliance Officer for the 2019-2020 school year.
- R.** Appointments for the 2019-2020 school year:
 - 1. Interim Business Administrator Frank Domin, pending ECS approval
 - 2. Solicitor Ronald Sahli \$85/hr.
 - 3. Medical Officer Dr. April Bright (Cooper Univ. Physicians) \$100/hr
 - CST \$100/hr
 - 4. Auditor Holman & Frenia \$22,000
 - 5. Insurance Broker Leonard O'Neill
 - 6. Dentist Eric Forte, DMD
- S.** Depository: designate the following depositories for the 2019-2020 school year.
 - 1. Columbia Bank
 - 2. New Jersey Cash Management
 - 3. Any other depository more beneficial to the district

- T.** Tax Shelter Annuity Company's/Brokers: designate the following Tax Shelter Annuity Company's/Brokers for the 2019-2020 school year.
1. AXA Equitable
 2. Vanguard
 3. Lincoln Financial
 4. Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district
- U.** Travel Limitations for the 2019-2020 school year - establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 to a maximum expenditure of \$15,000 for all staff and board members for the 2019-2020 school year.
- V.** Authorization to Award Contracts for the 2019-2020 school year - authorize the business administrator as the certified purchasing agent to award contracts in accordance with NJ Statutes for the 2019-2020 school year, to set the quote threshold at 15% of the bid threshold, and to approve procurement of goods and services through state agencies (state contract).
- W.** Authorization to Sign Warrants (Checks) for the 2019-2020 school year. Consider a motion to authorize the following personnel to sign checks for the 2019-2020 school year.
1. President of the Board of Education
 2. Superintendent
 3. Business Administrator
 4. Administrative Secretary
- X.** Authorization of Payment of Bills between BOE Meetings for the 2019-2020 school year.
- Y.** Authorization to Establish Petty Cash Funds for the 2019-2020 school year in the amount not to exceed \$250 for the 2019-2020 school year.
- Z.** Approval of Parliamentary Procedure for the 2019-2020 school year as described by Robert's Rules of Order to govern the order of business of the Board of Education.
- AA.** Establishment of Meeting Dates: approve meeting dates of Board – Second Tuesday of each month at 7:30 pm and accept the meeting schedule attached.
- BB.** Adoption of the following resolution:
(Required under the Sunshine Law)
- WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephoned, telegrammed, faxed or hand delivered to two newspapers designated by resolution, and mailed to all persons requesting a copy of same upon payment of an established fee.

NOW THEREFORE, Be It Resolved by the Board of Education of the Borough of Gibbsboro as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary on the bulletin board located in the Gibbsboro School.

2. All advance written notices of Board meetings shall be given to the following two newspapers:

i. Philadelphia Inquirer

ii. Courier Post

3. All advance written notices of Board meetings and any change throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$15.00. News media shall be exempt from such fee.

4. The schedule of regular official Board meetings and regular Board work sessions for the period from and after this meeting until the May 2019 meeting shall be in accordance with the list annexed hereto, designating the dates, times, and places of such meetings.

CC. Resolved to adopt prior rules and regulations of the Board including school programs and curriculum as follows:

1. Existing Board Policy Manual, Bylaws and Regulations

2. Art, Computer, Family Life, Life Skills, Physical Education, Language Arts, Library, Mathematics, Music, Science, Social Studies, Health, Guidance Services, Child Study Team Services, and all other programs and curriculum now presently in force.

3. All textbook series currently in use and previously approved library books

DD. Motion to approve official school website at www.gibbsboroschool.org.

EE. District Organizational Chart - approve the Gibbsboro Board of Education's organizational chart as attached.

FF. Apply for and accept the SIA (School Improvement Award) from the NJ Department of Education in the amount of \$10,414 for FY 19.

GG. Motion to approve the job description for the position of Business Administrator / Director of Curriculum & Instruction.

Policy

Motion made Mrs. Carrington, second by Mrs. Whyte, and approved unanimously by roll call vote (9-0), to approve the following Second Readings

Motion made by Mrs. Carrington, second by Mrs. Whyte, and approved by roll call vote, to approve the Second Readings as follows with recorded vote on each as noted:

Second Reading/Public Hearing, Final Adoption- N/A

Policy 5337 - Service Animals – approved (8-0-1) with Mrs. Balut abstaining.

8860 – Memorials – Policy – approved (9-0)

Committee Reports

Camden County School Board – The next meeting will be held on May 8 at Auletto's where Mrs. Balut will be among the honorees being recognized for her 20 years of service.

New Jersey School Boards – The next delegate meeting will be held in May.

Municipal Alliance – Mr. Marcellus noted that Mrs. Backal is researching speaker programs.

Educational Services Commission – Progress continued on initiatives.

Public Participation

None.

Superintendent's Report

For Your Information: Superintendent Marcellus updated the Board Report-A:

- A.** For Your Information.
 - 1.** State Audit of the School Breakfast & Lunch Program was completed thoroughly and went well.
 - 2.** Visit with an Author – Reports indicate all were happy with the author and the HSA was pleased with the program.
 - 3.** New substitutes on the personnel list are noted.
 - 4.** Job Postings will be going out this week for retiree vacancies and the newly created Director of Curriculum & Instruction/Business Administrator position.
- B.** Superintendent's Monthly Report. Accept and approve Report.
- C.** Personnel Report. Accept and approve Report. Paper Copy Provided
- D.** Special Education Report. Accept and approve Report.

Motion made by Mrs. Whyte, second by Mr. MacFerren, and approved on unanimous (9-0) roll call vote, (with Mrs. Balut and Mrs. Miller abstaining on the conference/travel Personnel item) to accept and approve the Superintendent's Monthly Report, Personnel Report, and Special Education Report.

Old Business

None.

New Business

Motion made by Mr. Parsinitz, second by Mrs. Carrington, and approved by unanimous (9-0) roll call vote, the following items were approved:

- A.** Annual Membership Resolution with the Camden County Elementary League for the 2019-2020 school year.
- B.** The Public Hearing for the 2019-20 school budget to be held on April 30, 2019, at 7:00.
- C.** The summer 2019 PALS program.
- D.** A contract with Virtua Health, Inc., for physical therapy services for the 2019-2020 school year.
- E.** A submittal to the Executive County Superintendent of Schools a contract of employment for Frank Domin as Interim Business Administrator for July and August 2019.

**Nonpublic
Executive**

Motion made by Mr. Alexander, second by Mr. MacFerren, and approved by unanimous (9-0) roll call vote, the Board of Education convened in Executive Session at 8:15 pm for approximately 30 minutes to discuss a Legal issue. Action will not be taken as a result.

Whereas: Matters pertaining to sensitive personnel issues, negotiations, Student discipline issues and litigation are proper topics for closed sessions under the Public Meetings Act, therefore be it

Resolved: to hold a Closed Meeting of the Gibbsboro Board of Education for said purposes, and

Be It Further Resolved: to make available the results of the Closed Meeting in the minutes of this meeting or in subsequent actions of the Board.

Gibbsboro Board of Education

Valerie Carmody
Secretary

Reconvene

Motion made by Mrs. Falcone, second by Mr. MacFerren, and unanimously approved on roll call vote (9-0), the Board reconvened in public session at 8:40 pm.

Adjournment

Having no further business, on **motion** made by Mrs. Falcone, second by Mr. Alexander, and unanimously approved by roll call vote (9-0), the meeting was adjourned at 8:40 pm.

Next Meeting: April 30, 2019 – Public Hearing for the Budget
Location: Media Center
Time: 7:00 p.m.

Next Regular Meeting:
May 14, 2019 – Regular Meeting
Location: Media Center
Time: 7:30 p.m.

Respectfully submitted,

Valerie J. Carmody

**GIBBSBORO BOARD OF EDUCATION
MINUTES OF
EXECUTIVE SESSION**

The Gibbsboro Board of Education convened in Executive Session on April 9, 2019 commencing at 8:15 p.m.

The following members were present: Mrs. Miller, Mr. Alexander, Mrs. Balut, Mrs. Carrington, Mrs. Falcone, Mr. Littlefield, Mr. MacFerren, Mr. Parsinitz, and Mr. Whyte. Also present were Mr. Marcellus and Mrs. Carmody.

Discussion:

Mr. Marcellus reported on a complaint file with the NJ Department of Education, Office of Special Education. Mr. Marcellus reviewed the processes of investigation and mediation. A mediator from the Department visited the district on April 4; however, parent(s) did not attend mediation. Requests made for independent evaluations will be conducted in accordance with Board policy, regulations, and all state and federal requirements.

The Board reconvened in Public Session at 8:40 pm.

Respectfully submitted,

Valerie J. Carmody